



## Discover your raleigh parks and recreation Department

### Marsh Creek Community Center

### Rental Information

#### Marsh Creek Community Center Hours of Operation

Monday - Friday	7:00am - 9:00pm
Saturday	9:00am - 3:00pm
Sunday	1:00pm - 6:00pm

#### Marsh Creek Community Center Rental Information

Room	Capacity	Cost
Art Room	38	\$35 Hourly
Classroom	45	\$60 Hourly
Multipurpose Room A	55	\$60 Hourly
Multipurpose Room B	64	\$60 Hourly
Multipurpose Room (A + B)	119	\$70 Hourly
Computer Lab	34	\$35 Hourly
Gymnasium	467	\$80 Hourly
Picnic Shelter	45	\$9 Hourly
Inline Rink	40	\$25 Hourly
Lower Deck	95	\$30 Hourly

Additional Fees	
Kitchen	\$20 Hourly
Supervisory Fee (After Hours)	\$20 Hourly
Damage Deposit (Refundable)	\$75
Application Fee	\$15

#### Refund Policy

- \*100% refund/credit if Department cancels activity.
- \*85% refund of recoverable fees if patron cancels 14 calendar days or more in advance of first day of programming/rental.
- \*100% transfer/credit of recoverable fees if patron requests a change 14 calendar days or more in advance of first day of the program/rental
- \*No refund/credit/transfer if patron cancels less than 14 calendar days in advance of the first day of the program/rental.
- \*Outdoor facility usage cancelled due to inclement weather may be rescheduled pending space availability.
- \*A credit may be applied towards the fees for another activity. A credit may be used by any person listed on the same registration account. A credit will be refunded upon request.
- \*All refunds or cancellations must be requested in writing.** Any transfer requests must be made at the time of withdrawal.

#### Rental Procedures

- \*All rentals are for a 2 hour minimum
- \*Reservations must be made 1 week in advance
- \*After-hours reservations must be made 3 weeks in advance
- \*Patrons may reserve the center six months in advance
- \*Alcohol is not permitted
- \*Only free standing decorations are allowed
- \*Please allow time for set up and clean up in your rental time
- \*Please check in and out with front desk attendant
- \*Application fee and \$75 damage deposit are due at the time of reservation



RALEIGH PARKS AND RECREATION  
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Assistant Director: Jud Dunlevy jud.dunlevy@raleighnc.gov



## Raleigh Parks and Recreation Rental Inquiry Form



Thank you for your interest in Raleigh Parks and Recreation for your upcoming event.  
In order to best meet your rental needs, please complete the form below.

Contact Name \_\_\_\_\_

Organization (if applicable) \_\_\_\_\_ Is this a 501(c) 3? ☐ Yes ☐ No  
(Organizations, please note: The contact is authorized to enter into financial agreements for the organization and acknowledges that all payments and refunds will be issued to the organization.)

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_ Email \_\_\_\_\_

What space are you interested in renting? \_\_\_\_\_

What type of event are you having? Please describe. \_\_\_\_\_

Requested date (s) and time (s) of your event \_\_\_\_\_  
(Note: Time should include any set-up and break-down time needed)

How many people are you expecting? \_\_\_\_\_ How many are under 18? \_\_\_\_\_

Please indicate the number of the following you are requesting, if available. Tables \_\_\_\_\_ Chairs \_\_\_\_\_

Please check if your event includes any of the following:

- |                                      |  |
|--------------------------------------|--|
| <input type="checkbox"/> Dance       | <input type="checkbox"/> Carnival, festival or fair    |
| <input type="checkbox"/> Competition | <input type="checkbox"/> Other (please describe) _____ |

\*Please check any of the following you plan to have at your event:

- |   |   |
|---|---|
| <input type="checkbox"/> Inflatables or amusement activities          | <input type="checkbox"/> Alcohol (Note: Alcohol allowed only at select locations) |
| <input type="checkbox"/> DJ or amplified music                        | <input type="checkbox"/> Professional caterer                                     |
| <input type="checkbox"/> Portable tents, shade structures or canopies | <input type="checkbox"/> Grill. Propane or charcoal? _____                        |
| <input type="checkbox"/> Generator. Electric or gas? _____            | <input type="checkbox"/> Deep fryer   |
| <input type="checkbox"/> Other (please describe) _____                |   |

\*Condition of use information can be found on the back of this form if checked.

Is your event open to the public? ☐ Yes ☐ No

Will you be charging admission, selling items, including food and beverages, or accepting donations at your event? ☐ Yes ☐ No

If your event is open to the public, will you be giving away food, products or information? ☐ Yes ☐ No

Is your event going to be advertised and if so, how? \_\_\_\_\_

Will there be any sponsorship of your event and if so, who? \_\_\_\_\_

Will you need access to electricity? (Note: Not all outdoor locations have access to electricity) ☐ Yes ☐ No

Will you need access to water? (Note: Not all outdoor locations have access to water) ☐ Yes ☐ No

For outdoor rentals, what is your inclement weather plan? \_\_\_\_\_

You will be contacted by a Raleigh Parks and Recreation representative shortly to discuss the details of your event. Completion of this form is **not** a rental guarantee. Thank you!